U. S. Coast Guard

Pay and Personnel Center (PPC)

Global Payroll

Savings Deposit Program (SDP) Procedures

Overview

Introduction

This section provides the procedures for the Savings Deposit Program (SDP).

Topics

The following topics are covered in this section.

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Guiding Principles

Introduction

This section provides the guiding principles for the Savings Deposit Program (SDP). Uniformed Services members on permanent or temporary duty assignment in a qualifying area are authorized to make deposits of their un-allotted current pay and allowances to the Savings Deposit Program.

References

The following references provide additional information about SDP:

(a) Coast Guard Pay Manual, COMDTINST M7220.29(series), Sec 6-F
(b) Department of Defense Financial Management Regulation, Vol 7A, Chapter 51 (http://comptroller.defense.gov/fmr/07a/07a_51.pdf)

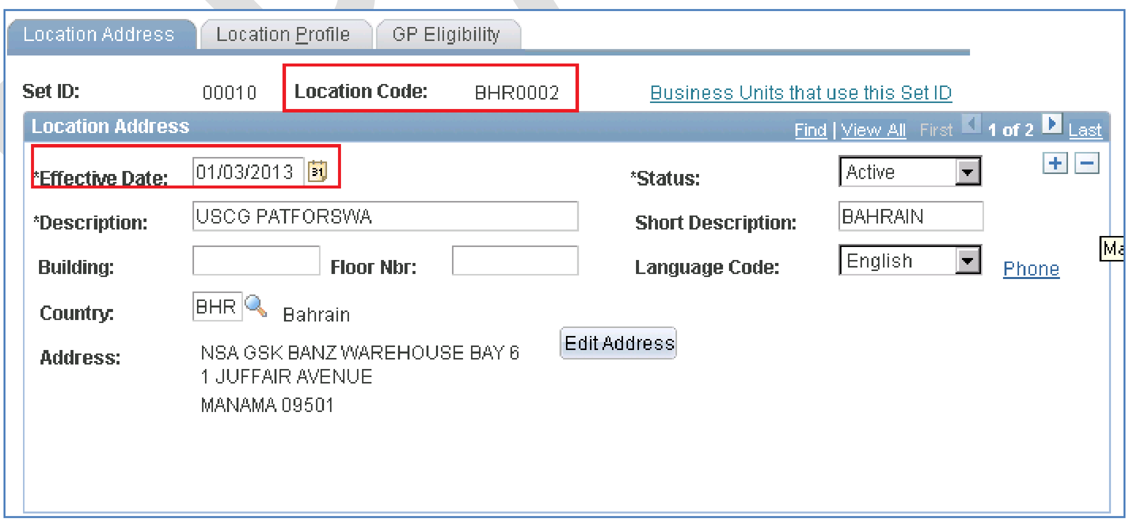
Eligibility

The Secretary of Defense designates areas eligible for the Savings Deposit Program. These qualifying areas are listed in reference (b). In order for an SDP allotment to be deducted on a member, the location their assigned to in JOB Data must be eligible for SDP.

Location Table

PPC maintains SDP payroll eligibility on the Location Table. If a location becomes eligible for SDP, then PPC will update the location on the Location Table.

Example: Location BHR0002 became eligible for SDP on 1/3/2013, so a new row is created on the Location table. :



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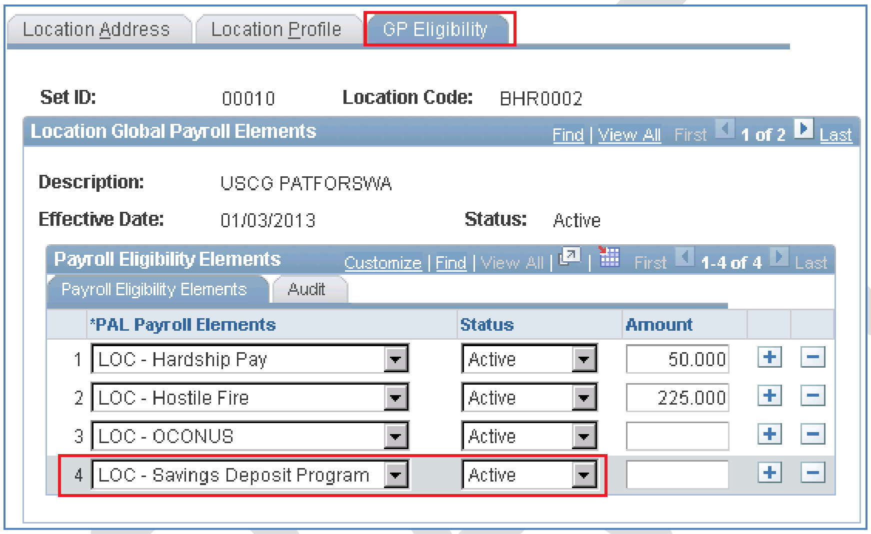
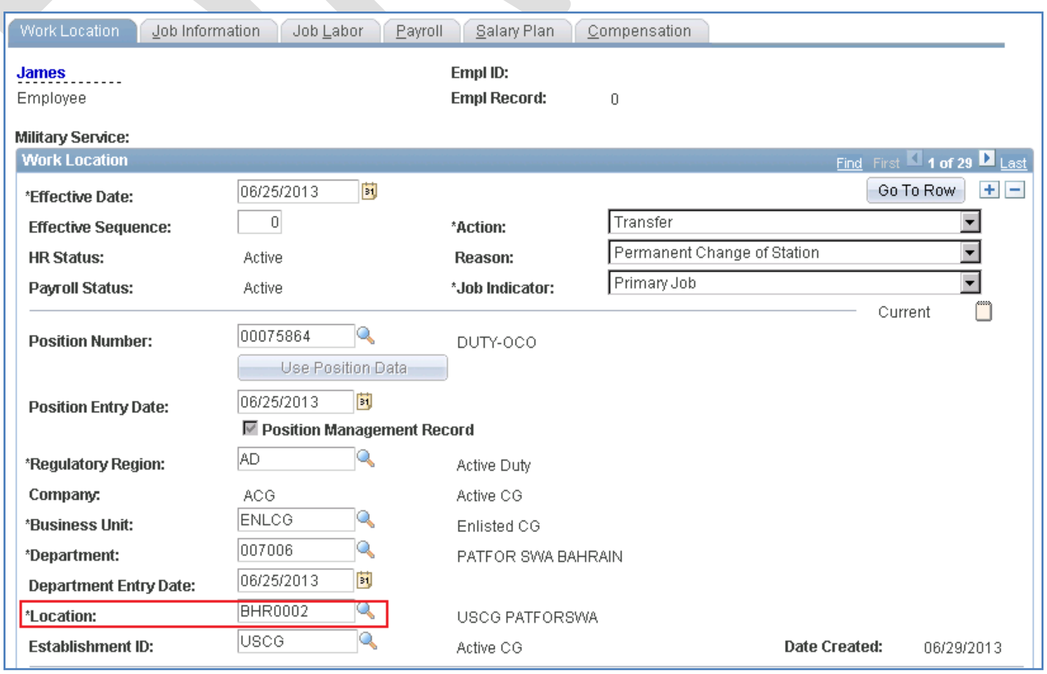
Guiding Principles, Continued

A row is created on the GP Eligibility page to show the location is eligible for SDP.

Note: When the location is no longer eligible for SDP, a new row will need to be created for this location to either remove the SDP row on the GP Eligibility page or inactivate it. The effective date of the new row will be the date the location is no longer eligible.



If the member below requested a SDP allotment to be started, he would be eligible since his JOB row shows he's located in an eligible location.



Interest Withdrawal

PPC will take the action outlined in the 'How to Apply a SDP Interest Credit or Debit to the Member's Account' section of this guide If the member request withdrawal from their quarterly interest balance.

Interest Calculation

Interest is compounded quarterly in Global Payroll. At the end of each quarter, it will be calculated on the member's end month pay period for March, June, September, and December.

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How to Start a SDP Allotment on a Member

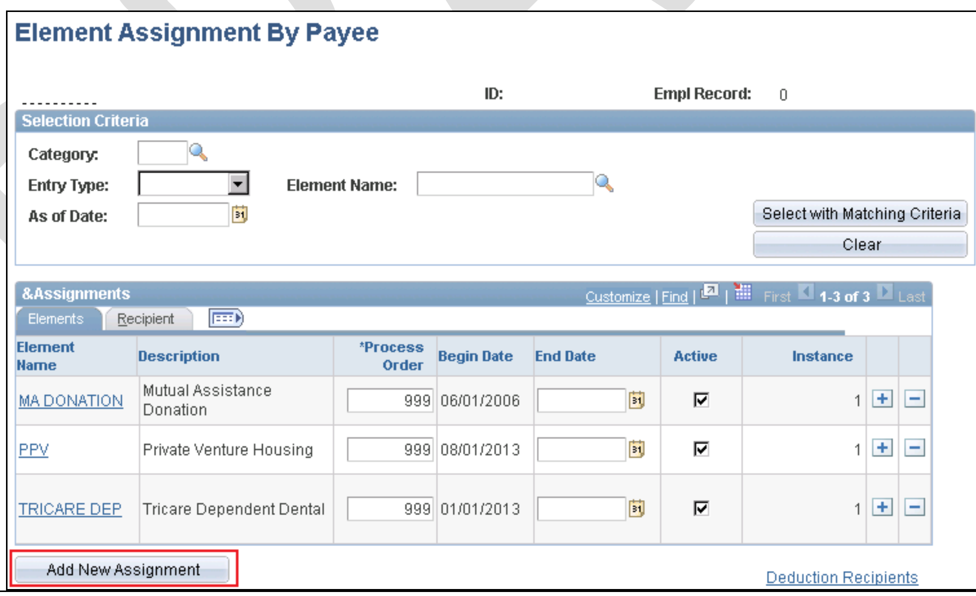
Introduction

This section provides the procedure for starting a Savings Deposit Program allotment. The SDAP will be started using an Action Request.

Procedures for starting SDP

PPC will take the following steps to start a SDP allotment.

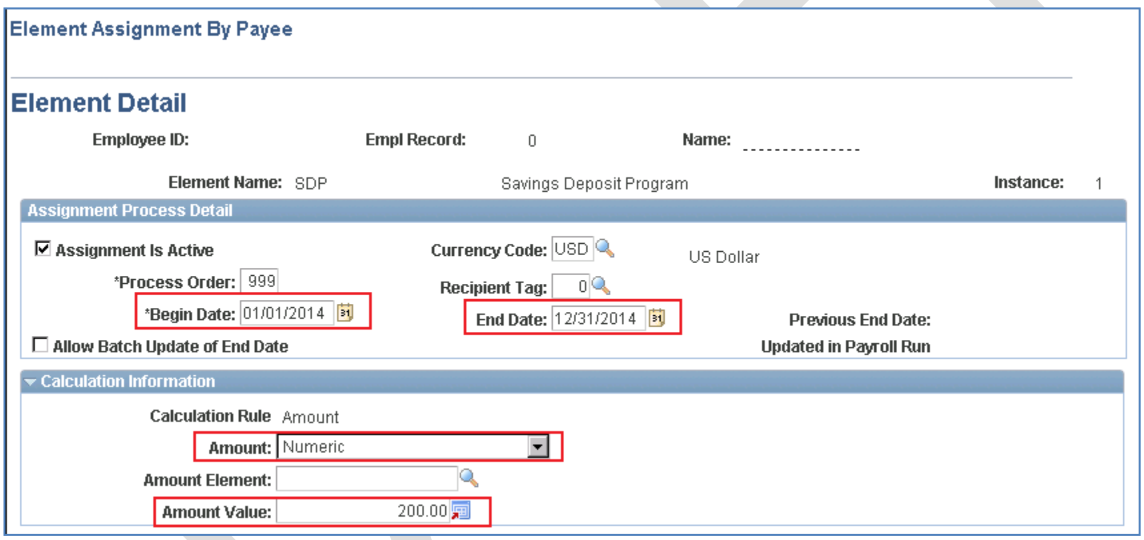
Note: Only a user with the *CGHRSIC* role can start SDP.

Step	Action
1	Log into Global Payroll.
2	Click on the Element Assignment By Payee link within the Pay Processing Shortcuts menu. Element Assignment By Payee It can also be accessed via the following path: Global Payroll & Absence Mgmt > Payee Data > Assign Earnings and Deductions > Element Assignment By Payee
3	Enter the member's EMPLID and click the Search button. Note: In most instances, the member's active duty Empl Record will be 0 but if not, change it to what it should be within the Empl Record: field.
4	Click on the Add New Assignment button. 
5	Click the Entry Type drop down field and select Deduction.
6	Enter SDP within the Element Name field.
7	Click the OK button. The Element Detail page will open.

How to Start a SDP Allotment on a Member, Continued

Step	Action
8	Enter the date the allotment should be started within the Begin Date field. The date must be dated the first day of the month. Note: The allotment can be started for current month during end of month payroll.
9	Enter the date the allotment should be stopped within the End Date field. The date must be the last day of the month.
10	Click on the Amount field and select Numeric.
11	Enter the monthly election in the Amount Value field. Note: Do not enter odd cents. Global Payroll will not deduct full amount if odd cents are entered.

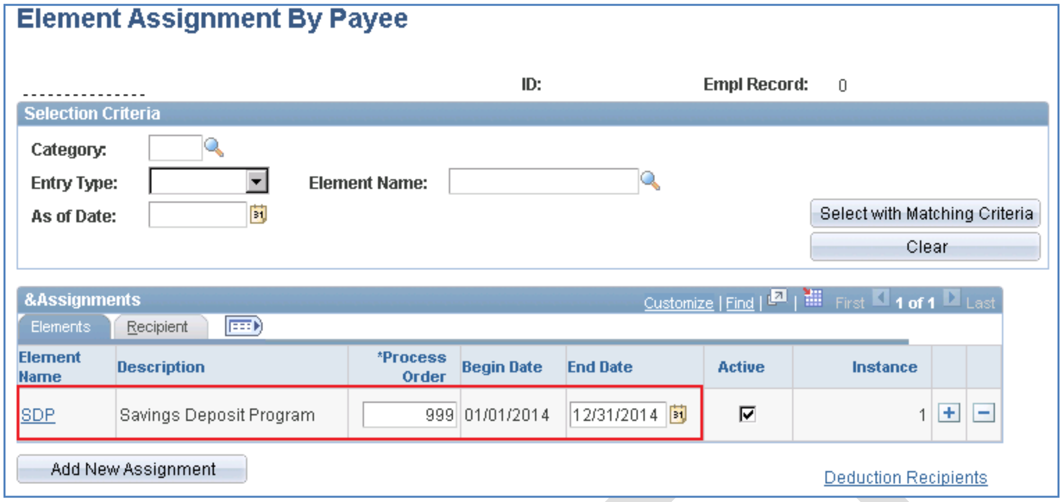
In the example below, the SDP allotment is started on 1/1/2014 with a monthly amount of $200. It will end on 12/31/2014.



Step	Action
12	Click the **OK** button.

The allotment will display on the EABP page.

How to Start a SDP Allotment on a Member, Continued



Step	Action
13	Click the SAVE button. The allotment will now need to be approved. Procedures on how to approve these transactions begin on the next page.

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How to Approve/Deny a Pending SDP Allotment

Introduction

This section provides the procedure for approving or denying a submitted SDP allotment.

Procedures for approving / denying SDP

The PPC auditor will take the following steps to approve or deny a submitted SDP allotment.

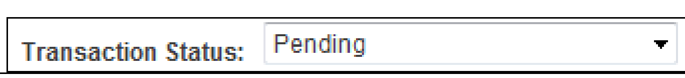
Note: Only a user with the *CG_ADGP_AUDITOR* role can approve the SDP allotment.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Log into Global Payroll.</td></tr>
<tr><td>2</td><td>Click on the Request Link (upper left corner of the portal page).</td></tr>
<tr><td>3</td><td>Click on the View My Requests (all types) link within the Requests shortcut menu.

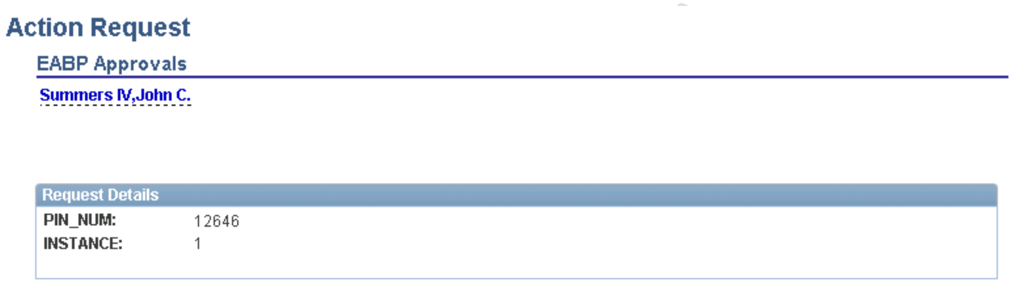
</td></tr>
<tr><td>4</td><td>Select “Requests I am Approver For’.

The radio button ‘Requests I am Approver For’ is strictly for approvers who want to view/approve/deny/change Action Requests (which includes SDP Requests) that have been submitted to them.

</td></tr>
<tr><td>5</td><td>Click on the Transaction Name drop down field and select EABP Approvals.

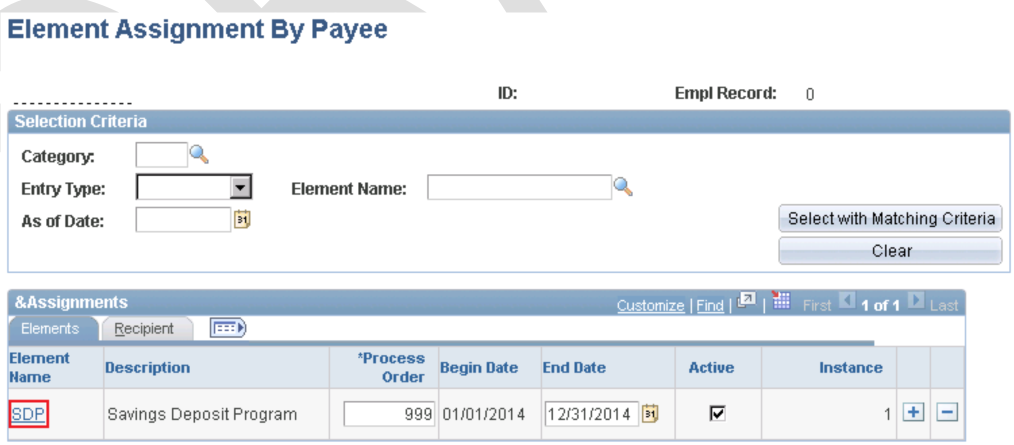

The Transaction Status field should be defaulted to ‘Pending’, which will show all of the EABP Approvals action requests that have been submitted by the PPC clerk that are in a pending status.

</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>6</td><td>Click the Populate Grid button.</td></tr>
<tr><td>7</td><td>Click on the Approve/Deny link on the EABP Approval row on the member that needs to be approved or denied. A new window will open and the action request page will appear with the information that was submitted. Review to make sure the payroll element is correct within the Request Details page.



</td></tr>
<tr><td>8</td><td>Click the URL within the Request URL block.

The system will open up a new window and the Element Assignment by Payee page will appear. Pull up the SDP allotment by clicking on the SDP link.



Review the start/stop dates and the amount fields. Once verified, close the window.</td></tr>
</table>

How to Approve/Deny a Pending SDP Allotment, Continued

Step	Action
9	If necessary, enter comments within the Comments field. Comments are required if the request is denied. 
10	Click the ‘Approve’ or ‘Deny’ button.   • If the SDP allotment was approved, it will show an Approved status on the View My Action Requests Page. • If the SDAP Request was denied, it will show a Denied status on the View My Action Requests Page.
11	To approve another SDP action request, close the current request and repeat the steps above.

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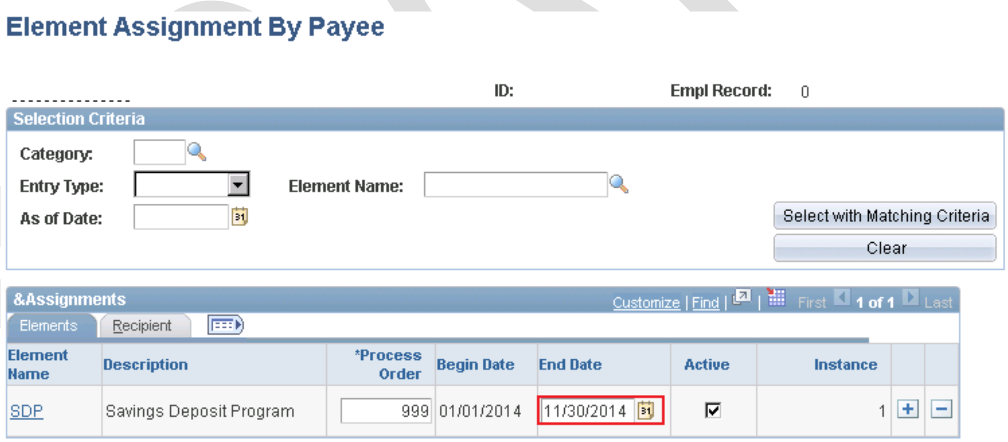
How to Change a Stop Date on an Existing SDP Allotment

Introduction

This section provides the procedure for changing a Stop Date on a SDP allotment that is still active.

Procedures for changing Stop Date

The PPC clerk will take the following steps below to change the stop date.

Step	Action
1	Log into Global Payroll.
2	Click on the Element Assignment By Payee link within the Pay Processing Shortcuts menu. Element Assignment By Payee It can also be accessed via the following path: Global Payroll & Absence Mgmt > Payee Data > Assign Earnings and Deductions > Element Assignment By Payee
3	Enter the member's EMPLID and click the Search button. Note: In most instances, the member's active duty Empl Record will be 0 but if not, change it to what it should be within the Empl Record: field.
4	Find the SDP allotment row and change the End Date. 
5	Click the SAVE button. The allotment will now need to be approved. Follow the procedures on how to approve a SDP allotment discussed on pages 6-8 of this guide to approve the changed stop date.

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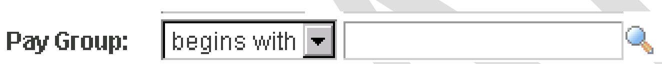
How to Apply a Payment/Refund of SDP Interest to the Member

Introduction

This section provides the procedures for applying a quarterly SDP interest payment to the member. This also includes SDP interest refunds.

Procedures for Making Payment

The PPC clerk will take the following steps to make the payment/refund.

Step	Action
1	Log into Global Payroll.
2	Click on the One Time (Positive Input) link within the Pay Processing Shortcuts menu. It can also be accessed via the following path: Global Payroll & Absence Mgmt > Payee Data > Assign Earnings and Deductions > One Time (Positive Input)
3	Enter the member's EMPLID within the Empl ID field.
4	Enter the member's EMPLID Record # within the Empl Record # field.
5	Enter the Pay Group that the member is assigned to.  • If regular active duty Coast Guard, select USCG. • If regular reserve Coast Guard, select USCG RSV. • If NOAA officer, select NOAA. • If PHS officer, select PHS.
6	Enter the pay period that the payment/refund should be applied to within the Calendar ID field.  For example, CG ACT 2014M01E would be selected for the 1/16/2014 to 1/31/2014 pay period. The system will issue a warning if the calendar selected has been finalized.
7	Click the ADD button.
8	Check the Begin Date and End Date to ensure the correct pay period has been selected. If not, exit without saving.
9	Click on the Element Name field and select SDP INTEREST.
10	Click on the Action Type and select Add.
11	Click on the calendar icon to expand the row. 

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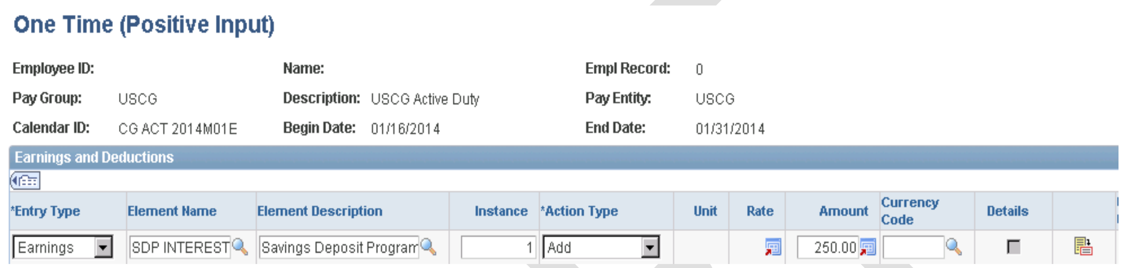
How to Apply a Payment/Refund of SDP Interest to the Member, Continued

Step	Action
12	Click on the Amount field and enter the payment amount.
13	If needing to enter another SDP INTEREST payment/refund row, click the + button and repeat steps 9-12 above. The Instance field must be changed to show the correct number (if two SDP INTEREST rows, then the 2nd should be '2', etc.).
14	Click the SAVE button.  The SDP INTEREST transaction will display in the payroll results once the calendar is calculated. Example:
15	The payment/refund will need to be approved by an auditor. Procedures on how to approve the payment begin on page 16.

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How to Apply a Refund of SDP Principal to Member

Introduction

This section provides the procedures for refunding SDP principal to a member's payroll account.

Procedures for Making Payment

The PPC clerk will take the following steps to enter the refund transaction.

Step	Action
1	Log into Global Payroll.
2	Click on the One Time (Positive Input) link within the Pay Processing Shortcuts menu. One Time (Positive Input) It can also be accessed via the following path: Global Payroll & Absence Mgmt > Payee Data > Assign Earnings and Deductions > One Time (Positive Input)
3	Enter the member's EMPLID within the Empl ID field.
4	Enter the member's EMPLID Record # within the Empl Record # field.
5	Enter the Pay Group that the member is assigned to. Pay Group: begins with • If regular active duty Coast Guard, select USCG. • If regular reserve Coast Guard, select USCG RSV. • If NOAA officer, select NOAA. • If PHS officer, select PHS.
6	Enter the pay period that the refund should be applied to within the Calendar ID field. Calendar ID: begins with For example, CG ACT 2014M01E would be selected for the 1/16/2014 to 1/31/2014 pay period. The system will issue a warning if the calendar selected has been finalized.
7	Click the ADD button.
8	Check the Begin Date and End Date to ensure the correct pay period has been selected. If not, exit without saving.
9	Change the Entry Type to Deduction.
10	Click on the Element Name field and select SDP.
11	Click on the Action Type and select Add.

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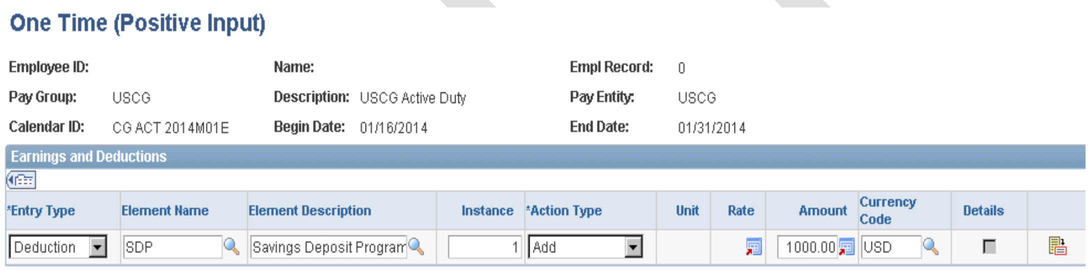
How to Apply a Refund of SDP Principal to the Member,
Continued

Step	Action
12	Click on the calendar icon to expand the row. 
13	Click on the Amount field and enter the amount of the payment. The amount should be entered in as a negative number. For instance, if refunding $200.00 to the member's pay account, -200.00 would be entered.
14	If needing to enter another SDP principal refund row, click the + button and repeat steps 9-13 above. The Instance field must be changed to show the correct number (if two SDP rows, then the 2nd should be '2', etc.).
15	Click the SAVE button.  The SDP INTEREST transaction will display in the payroll results once the calendar is calculated. Example:
16	The refund will need to be approved by an auditor. Procedures on how to approve it begin on the next page.

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How to Approve/Deny a SDP Interest/Principal Payment/Refund

Introduction

This section provides the procedure for approving or denying a submitted SDP principal refund or interest payment/refund.

Procedures for approving / denying SDP

The PPC auditor will take the following steps below to approve or deny it.

Note: Only a user with the *CG_ADGP_AUDITOR* role can approve itdebit.

Step	Action
1	Log into Global Payroll.
2	Click on the Request Link (upper left corner of the portal page).
3	Click on the View My Requests (all types) link within the Requests shortcut menu. 
4	Select “Requests I am Approver For’. The radio button ‘Requests I am Approver For’ is strictly for approvers who want to view/approve/deny/change Action Requests (which includes SDP Requests) that have been submitted to them. 
5	Click on the Transaction Name drop down field and select XXXX. The Transaction Status field should be defaulted to ‘Pending’, which will show all of the One Time Positive Input Action Requests that have been submitted by the PPC clerk that are in a pending status. 

How to Approve/Deny a SDP Principal/Interest Credit/Debit, Continued

Step	Action
6	Click the Populate Grid button.
7	Click on the Approve/Deny link on the XXX row on the member that needs to be approved or denied. A new window will open and the action request page will appear with the information that was submitted. Review to make sure the payroll element is correct within the Request Details page.
8	Click the URL within the Request URL block.  The system will open up a new window and the One Time (Positive Input) page will appear. Review the payroll elements, instance number, action type, and amount fields. Once verified, close the window that brought up the OTPI page.
9	If necessary, enter comments within the Comments field. Comments are required if the request is denied. 
10	Click the ‘Approve’ or ‘Deny’ button.  • If the SDP interest or principal payment/refund was approved, it will show an Approved status on the View My Action Requests Page. • If the SDP interest or principal payment/refund was denied, it will show a Denied status on the View My Action Requests Page.
11	To approve another action request, close the current request and repeat the steps above.

How to Adjust SDP Interest Balance

Introduction

This section provides the procedure for adjusting a SDP interest balance accumulator on a member. It can also be used to create a SBP Interest balance accumulator. The Adjust Accumulators action request will be used to make the adjustment.

Procedures for adjusting SDP Interest Accumulator

The PPC clerk will take the following steps below to adjust or add a SDP interest balance accumulator.

Step	Action
1	Log into Global Payroll.
2	Follow the path below to access the accumulator adjustment action request. Human Resources > Requests > Adjust Accumulators Note: ‘Add to Favorites” for quicker access for future adjustments
3	Enter the member’s EMPLID and Empl Record #.
4	Click the ADD button.
5	For the Accumulator field, select CG AC SDP INTEREST.
6	For adjustments, enter the following: • Establishing a New Balance: enter the new balance amount. • Adjusting an Existing Balance: the amount entered will adjust the existing balance, not override the existing balance. Enter a positive number to increase the balance or a negative number to decrease the balance.
7	Enter the reason for the adjustment.
8	Leave the Identifier field blank.
9	Enter any comments that need to be entered.
10	Click the Submit button.
11	The action request will now need to be approved by an auditor. Once the request is approved, the accumulator adjustment will be applied to the member’s last finalized pay calendar. The adjustment will be included in the CG AC SDP INTEREST accumulator results of the current calendar after the next Payroll Calculation.

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How to Adjust a Member’s SDP Principle Balance

Introduction

This section provides the procedure for adjusting a SDP principal balance accumulator on a member. It can also be used to create a SBP principal balance accumulator. The Adjust Accumulators action request will be used to make the adjustment.

Procedures for adjusting SDP Principal Accumulator

The PPC clerk will take the following steps below to adjust or add a SDP principal balance accumulator.

Step	Action
1	Log into Global Payroll.
2	Follow the path below to access the accumulator adjustment action request. Human Resources > Requests > Adjust Accumulators Note: ‘Add to Favorites” for quicker access for future adjustments.
3	Enter the member’s EMPLID and Empl Record #.
4	Click the ADD button.
5	For the Accumulator field, select CG AC SDP BALANCE.
6	For adjustments, enter the following: • Establishing a New Balance: enter the new balance amount. • Adjusting an Existing Balance: the amount entered will adjust the existing balance, not override the existing balance. Enter a positive number to increase the balance or a negative number to decrease the balance.
7	Enter the reason for the adjustment.
8	Leave the Identifier field blank.
9	Enter any comments that need to be entered.
10	Click the Submit button.
11	The action request will now need to be approved by an auditor. Once the request is approved, the accumulator adjustment will be applied to the member’s last finalized pay calendar. The adjustment will be included in the CG AC SDP BALANCE accumulator results of the current calendar after the next Payroll Calculation.

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How to Approve/Deny a SDP Interest/Principal Balance Adjustment

Introduction

This section provides the procedure for approving or denying a submitted SDP interest or principal balance accumulator adjustment action request.

Procedures for approving / denying the request

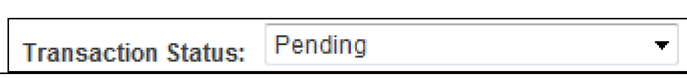
The PPC auditor will take the following steps below to approve the request.

Note: Only a user with the *CG_ADGP_AUDITOR* role can approve the request.

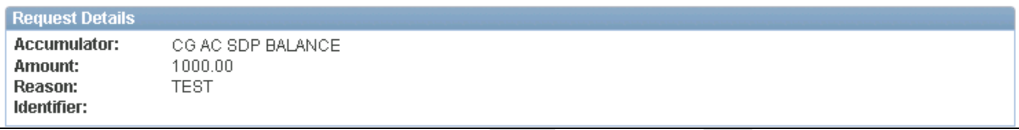
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Log into Global Payroll.</td></tr>
<tr><td>2</td><td>Click on the Request Link (upper left corner of the portal page).</td></tr>
<tr><td>3</td><td>Click on the View My Requests (all types) link within the Requests shortcut menu.

</td></tr>
<tr><td>4</td><td>Select “Requests I am Approver For’.

The radio button ‘Requests I am Approver For’ is strictly for approvers who want to view/approve/deny/change Action Requests (which includes Accumulator Adjustment) that have been submitted to them).</td></tr>
<tr><td>5</td><td>Click on the Transaction Name drop down field and select Accumulator Adjustment.


The Transaction Status field should be defaulted to ‘Pending’, which will show all of the Accumulator Adjustment Action Requests that have been submitted by the PPC clerk that are in a pending status.

</td></tr>
</table>

How to Approve/Deny a SDP Interest/Principal Balance Adjustment, Continued

Step	Action
6	Click the Populate Grid button.
7	Click on the Approve/Deny link on the Accumulator Adjustment row on the member that needs to be approved or denied. A new window will open and the action request page will appear with the information that was submitted. Review to make sure the information is correct within the Request Details page. 
8	If necessary, enter comments within the Comments field. Comments are required if the request is denied. 
9	Click the 'Approve' or 'Deny' button.  • If the accumulator adjustment action request was approved, it will show an Approved status on the View My Action Requests Page. • If the accumulator adjustment action request was denied, it will show a Denied status on the View My Action Requests Page. Once the request is approved, the accumulator adjustment will be made on the member's last finalize pay calendar. The current pay calendar will then need to be calculated so it picks up the adjustment. Based on the adjustment, the accumulator should now show the correct balance on the current pay calendar.
10	To approve another accumulator adjustment action request, close the current request and repeat the steps above.

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How to Apply Deposit Payment to SDP Principle Balance

Introduction

This section provides the procedure for applying a deposit payment to the SDP principal balance accumulator on a member. *This includes establishing a SDP balance through direct remittance.* The Adjust Accumulators action request will be used to do this.

Procedures for applying Deposit Payment

The PPC clerk will take the following steps below to apply the payment to the SDP principal balance accumulator.

Step	Action
1	Log into Global Payroll.
2	Follow the path below to access the accumulator adjustment action request. Human Resources > Requests > Adjust Accumulators Note: 'Add to Favorites" for quicker access for future adjustments.
3	Enter the member's EMPLID and Empl Record #.
4	Click the ADD button.
5	For the Accumulator field, select CG AC SDP BALANCE.
6	Enter the amount of the deposit within the Amount field.
7	Enter the type of payment within the Reason field.
8	Leave the Identifier field blank.
9	Enter any comments that need to be entered.
10	Click the Submit button.
11	The action request will now need to be approved by an auditor. Once the request is approved, the accumulator adjustment will be made on the member's last finalize pay calendar. The current pay calendar will then need to be calculated so it picks up the adjustment. Once calculated, the CG AC SDP BALANCE accumulator will show the correct balance on the current pay calendar.

Procedures for approving / denying the request

The PPC auditor will follow the steps outlined in the 'How to Approve/Deny a SDP Interest/Principal Balance Adjustment' section of this guide.